
Support Services Division

Appropriation: \$ 4,266,272

Support Services guides and directs personnel and resources in the department toward established goals or toward the completion and implementation of long- and short-range plans.

Functions of this division include:

Administration - To provide logistical support
to the Operations division \$ 130,377

Records - Responsible for the complete and accurate
transcription of reports 539,743

Planning/Training - To develop, implement and administer
structured crime prevention and community information
programs 169,222

Community Relations - To provide the public with educational
programs such as DARE, Neighborhood Watch, and
others designed to increase public awareness
in the area of crime prevention 341,670

Technical Services - To provide assistance
in fleet and evidence procedures with the Police
Department 203,497

Animal Control - To assure safe and responsible control
of pets and other animals in public places 545,089

Cops in Schools - To provide community outreach and public
safety services by connecting youth in schools with police officers 271,469

Dispatch - To provide the Police Department's share of costs
for the Regional Emergency Communications Center 1,820,917

Professional Standards/Internal Affairs – To monitor all
Police Department activities and assure compliance with
quality principles, applicable standards set forth by the
Commission on Accreditation for Law Enforcement Agencies,
and other policy, procedure, legal, and constitutional requirements 244,288

\$ 4,266,272

2002/03 Operational Highlights:

- Completed a taser pilot training program, resulting in the successful deployment of 16 tasers (non-lethal weapons) and bringing the total operational number to 23.
- Implemented a bar coding system for all property and evidence and initiated the long process of bar-coding all currently held pieces of evidence.
- Trained and graduated 75 enrollees in four Santa Fe Police Citizen's Academy courses.
- Approved a contract and began training for Compstat, which is a system utilized to track and reduce various types of criminal activity.
- Sent all Police Department supervisors at or above the rank of Sergeant to a police management course taught by the Santa Fe Community College.

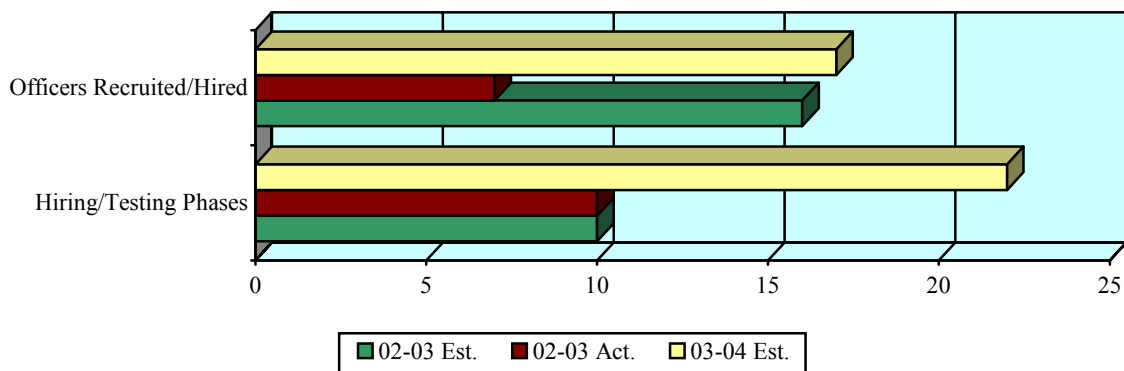
2003/04 Goals and Objectives:

- Finalize the review of existing Police Department policies and procedures and complete revisions, and disseminate new policies/procedures to all SFPD employees to prepare for full accreditation status (anticipated by June of 2004) through the New Mexico Law Enforcement Accreditation Program of the New Mexico Municipal League.
- Expand the Citizen's Academy and Police Explorers programs to educate citizens on the operations of the Department and the policing challenges facing the community.
- Revise recruiting efforts and hire a full-time recruiting officer, focusing on lateral and entry-level candidates to fill the growing number of Police vacancies.
- Implement a fully operational Compstat system to identify various types of criminal activity and reveal overall crime trends.
- Complete a concrete long-range plan for the Department for the period of 2004-2009.

Budget Commentary:

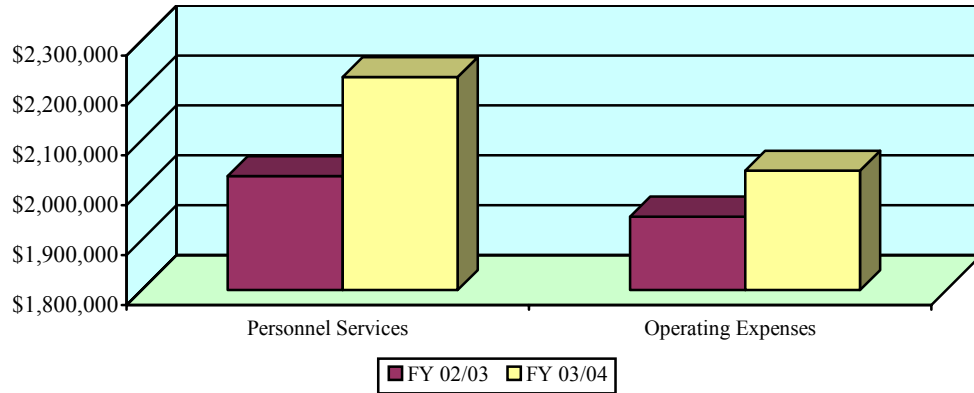
The FY 2003/04 operating budget for the Support Services Division is supported by the General Fund in the amount of \$3,994,803, with an additional appropriation of \$271,469 from the Cops in Schools Fund (2710). The budget includes funding for 38 positions and various other operating expenses relating to the administrative functions of the Police Department. The General Fund portion of the budget also provides for the City's share of operations and maintenance costs incurred by the joint City/County Regional Emergency Communications Center (RECC).

<u>Standard Program Measurements:</u>	<u>02/03</u> <u>EST.</u>	<u>02/03</u> <u>ACTUAL</u>	<u>03/04</u> <u>EST.</u>
1. Police officers recruited and hired	16	7	17
2. Number of hiring and testing phases for new recruits	10	10	22
3. Number of man-hours of in-service, advanced, and re-certification training provided	11,400	11,400	12,000



<u>POSITION/CLASSIFICATION</u>	<u>FY 02/03</u> <u>ACTUAL</u>	<u>FY 03/04</u> <u>BUDGET</u>
Deputy Police Chief	0 – EX	1 – EX
Police Major	1 – EX	0 – EX
Confidential Clerk Typist	2 – CLFT	2 – CLFT
Paralegal	1 – CLFT	1 – CLFT
Administrative Secretary	2 – CLFT	2 – CLFT
Confidential Secretary	10 – CLFT	10 – CLFT
Animal Control Supervisor	1 – CLFT	1 – CLFT
Animal Control Officers I	3 – CLFT	2 – CLFT
Animal Control Officers II	3 – CLFT	4 – CLFT
Police Captain	2 – CLFT	2 – CLFT
Police Lieutenant	1 – CLFT	1 – CLFT
Police Sergeant	3 – CLFT	3 – CLFT
Records Supervisor	1 – CLFT	1 – CLFT
Assistant Records Supervisor	1 – CLFT	1 – CLFT
Criminal Information Analyst	1 – CLFT	1 – CLFT
Property Control Specialist	1 – CLFT	1 – CLFT
Fleet/Property Manager	1 – CLFT	1 – CLFT
Police Officer IV	3 – CLFT	3 – CLFT
Police Detective II	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	38	38

EXPENDITURE CLASSIFICATION



	FY 02/03 <u>REVISED</u>	FY 03/04 <u>APPROPRIATION</u>
Personnel Services	\$ 2,028,181	\$ 2,227,080
Operating Expenses	<u>1,947,060</u>	<u>2,039,192</u>
 TOTAL:	 \$ 3,975,241	 \$ 4,266,272